



HEALTH AFFAIRS

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE**

WASHINGTON, DC 20301-1200

**JUL 21 2006**

**MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY  
DEPUTY SURGEON GENERAL OF THE NAVY  
DEPUTY SURGEON GENERAL OF THE AIR FORCE  
PROGRAM EXECUTIVE OFFICER MILITARY HEALTH  
SYSTEM JOINT MEDICAL INFORMATION SYSTEMS  
OFFICE  
DIRECTOR NETWORK OPERATIONS DIVISION  
INFORMATION MANAGEMENT, TECHNOLOGY  
AND REENGINEERING  
CHIEF ENTERPRISE ARCHITECT, MILITARY HEALTH  
SYSTEMS**

**SUBJECT: Military Health System Office Automation Guidance**

This memorandum supersedes Military Health System (MHS) Office Automation Guidance dated December 5, 2005 and updates guidance for selection of Office Automation software within the MHS. To facilitate office automation commonality across the MHS, all acquisitions for new and/or upgraded Office Automation software using Defense Health Program funds must utilize component products listed in the Attachment, MHS Office Automation Standards. This policy/guidance is policy for all MHS centrally managed Information Systems (ISs) and networks under the authority of the MHS CIO, and it is guidance for Service specific applications. This guidance was developed, coordinated, and approved by the MHS Technical Integration Working Group.

Office Automation tools include applications such as word processing, spreadsheet, presentation graphics, office database, calendar/scheduler, electronic forms, electronic mail, Web browser, and virus scanner. These software tools are used for general office functions. Personnel acquiring office automation or other software products should utilize MHS Enterprise-wide licensing agreements when available. A strong business case may justify using products that are not listed in the Attachment. Justifications should be done on a case by case basis and should clearly articulate the shortcoming of the standard office automation product in meeting the business requirement.

This guidance will be updated either annually or as required to reflect advances in technology, product availability, and market support. For additional information, please contact the Office of Technology Management, Integration and Standards at (703) 681-8786 or by electronic mail at [tmisweb@tma.osd.mil](mailto:tmisweb@tma.osd.mil).

A handwritten signature in black ink, appearing to read 'C. Hendricks', written in a cursive style.

Carl E. Hendricks  
Chief Information Officer  
Military Health System

Attachment:  
As stated

## Military Health Systems (MHS) Office Automation (OA) Standards

FUNCTION	SOFTWARE
<b>REQUIRED for all newly procured or upgraded DESKTOPS (if OA is utilized)</b>	
Virus Scanner	McAfee, Norton, and Trend Micro AntiVirus software applications are currently licensed for use by the DoD. DISA Website: <a href="http://www.cert.mil">www.cert.mil</a> Army Website: <a href="https://www.acert.belvoir.army.mil/virusmain.htm">https://www.acert.belvoir.army.mil/virusmain.htm</a> (AKO username and password required) <a href="https://www.acert.1stiocmd.army.mil/Antivirus/">https://www.acert.1stiocmd.army.mil/Antivirus/</a> Navy Website: <a href="https://infosec.navy.mil/">https://infosec.navy.mil/</a> Air Force Website: <a href="https://afcertmil.lackland.af.mil/virus/vat_index.htm">https://afcertmil.lackland.af.mil/virus/vat_index.htm</a> Site access is restricted to devices registered on a ".mil" domain
Office Suite* Word Processor Spreadsheet Presentation Graphics Relational Database	Microsoft (MS) Office Professional 2003 Microsoft Word 2003 Microsoft Excel 2003 Microsoft PowerPoint 2003 Microsoft Access 2003
PDF Reader	Adobe Acrobat Reader version 7.0
E-mail:	MS Outlook 2003
Web Browser	Microsoft Internet Explorer version 6.0 at Service specified locations.
<b>REQUIRED - if capability is needed</b>	
Web Publishing	HTML 3.2, 4.0, and 4.01 specifications
Form Design	Adobe LiveCycle Designer 7.1
Medical Business Graphics	CorelDRAW™ Graphics Suite X3
Technical Graphics	Microsoft Office Visio Professional 2003
Desktop Project Scheduling	Microsoft Office Project Standard 2003 or SureTrak Project Manager 3.0
Enterprise Project Scheduling	Primavera Project Planner (P3) 3.1 or Primavera V5.0
DeskTop Productivity Tool	Adobe Acrobat version 7.0

\* Transition to MS Office 2003 is not required by MHS. Service requirements may mandate use of Office 2003.

Attachment